

**Weinberg Center for the Arts | Frederick, MD 21701**  
**Load-Out Plan - January 28th, 2025**

Current Backload: Header & Door #1 & 2 Carts (Storage & Doors), Door #2 Legs (Both), Projector Case.  
Indoor Cart Locations: Game Cart, Showcase Cart, Merch/LX header carts - All SL

**0-15 Minutes - VIP/Postshow**

*Tear down Pipe n' Drape, Games, and Doors.*

The majority of hands will be with Derek to tear down games—only 1-2x hands for drapes and curtains. Doors will be loosened (not removed, but do not lean on them).

**15-30 Minutes - “True Loadout Start”**

*BAM Wall, Wheel Breakdown, Semi-Portal Teardown (Hardcore focus on Showcase Cart) & Cart Restore*

Continuation of hands breaking down games, and now starting with portal/header. During this time, begin unloading when either PaB OR Game Cart is finished. Wheel Breakdown is crucial- places anywhere DS

MOVE - All games (Cliffhangers, PaB, Game Cart, etc), Merch Cart (Currently SL), and other header carts DSC (as far down as possible- align with 3-6 inches of space between)

UNLOAD: Door #1 & #2 Cart, Projector Case, Header #2 Cart, and Door #2 Legs.

SEND - Door Carts DSC with Games, Door #2 Legs to DSL Wall (Near Fire Curtain), and Header #2 Cart USC (In front of Ladders).

Hands will be sent primarily to Chyna/Tess/Derek/Brando to either begin LX/AV/GC teardown. The portal will begin moving the US to the motor to clear space for the wheel & unload.

**30 - 60 Minutes - “Motors & First Push”**

*Portal/Header Teardown, Final Unload, Showcase Cart Finish, & Truck Load Start*

The hands are now split into loaders and stagehands. The portal is to be dismantled ASAP, and all remaining hands will help put away podiums/weights/all other showcase items. Once the showcase is finished, the final items will be removed from the truck.

MOVE - Wheel/Wings, Game Cart, PaB, TV Case, Betty, Props, Tools, and Video Racks to SL (everything lined in order of truck pack) PLEASE KEEP CLEAR FROM ITEMS NOT IN QUEUE.

UNLOAD - Header #1 Cart

SEND - Header #1 Cart USC (In front of Ladders)

**60 - 1:30 - “Stacking & Second Push”**

*Header Dismantle/Header Cart Stacking, Crate Stacking*

The remaining hands are either helping dismantle Header #1 or assisting AV/Video/Games Controls with boxes/wires while loaders are outside. Once #1 legs are removed, send with #2 legs to the truck in queue order. "Dummy Checks" and final strap/item/safety checks are made. - Video/AV dismissed once their crates are stacked/strapped

**1:30 - 2:00 - "Final Mile"**

*Final Cart Push*

All header carts have been stacked, and everything is placed into the queue for the truck. Hands are either helping load trucks or are returned to the building to clean/set up for the next event.

Notes:

Keep radios on you at all times until you are done with loadout.

Try not to steal straps from other departments, and please use packing blankets if you notice wear on the strap or case.